

# New Enrollees

As parents and guardians register students new to WCCUSD, they complete the Home Language Survey (**HLS**) as part of the registration packet.

- **If a home language other than English is listed on the HLS, please refer to the guidelines listed below.**
- Please do not wait for language assessment information to place the student at your school; save a classroom space or waiting room space for the student(s) and have the parent or guardian completes the registration packet.
- If the parent or guardian prefers, RAP Center staff can provide assistance in completing the registration materials.

*The RAP Center will make a folder (purple insert) for official paperwork related to a student's English learner status. Please place it in the cum folder when you receive it either from the parent/guardian upon return from the RAP Center or via school mail. You will also receive 2 copies of the Initial Pupil Profile (IPP) indicating the student's CELDT level; place one copy in the purple insert and give the other copy to the classroom teacher. Upon receipt of these documents, it is the school's responsibility to inform the parents of the CELDT testing results, program options, and program placement.*

## **Use these guidelines to determine how to proceed with a new enrollee with a HLS indicating a home language other than English:**

- **If one or more of the responses #1-4 names a language other than English and/OR the student was born outside of the USA, fax the HLS to the RAP Center *within 3 days*.**
- **If the student has NOT previously attended a California school (#8-9 on the HLS), enter the basic demographics into Power School, call the RAP Center to make an appointment and/or ask the parent or guardian to call the RAP Center to make an appointment for mandated language assessments to determine if the student is an English learner (EL) or Fluent English Proficient (I-FEP.)**
- **If the response to #9 indicates that the student was formerly a WCCUSD student, check Power School to verify that the student is in the system and that the CLT field, bottom right, page 1 of Student atom is not blank. If the atom is blank, please note that on the HLS, along with the Student ID number and last school attended. Fax or mail the HLS within 3 days to the RAP Center.**
- **If the response to #8 indicates that the student has been enrolled in a US school, make sure that the date and location of enrollment is clearly indicated, especially details about any CALIFORNIA schools previously attended. Fax the HLS to the RAP Center within 3 days. (If the student previously attended a California school, the RAP Center will contact the school for the CSIS number and CELDT score information. Secondary Only: Students identified as EL will also need to be tested with the ELD Placement Exam to determine their class placement.)**
- **If the first three responses are "English" and the fourth is another language, the student will be identified as "I-FEP" UNLESS the RAP Center is immediately notified of the fact that the student appears to be an English learner and should be tested. Teachers should be advised of their opportunity to provide, by phone or by fax of the HLS, anecdotal language proficiency information to the RAP Center within a week of the student's enrollment.**